

Resume/Cover Letter/Employment Application Rubric

RESUME		
CRITERIA	DESCRIPTION	POINTS
Format 25 points	Sections attractively spaced Sub-headings are bolded Name & headings: appropriate font Minimum ½” margin on all sides Content is aligned appropriately on the page	
Heading 10 Points	Name, address, phone #, & email If two pages is carried through to second page	
Resume Sections 5 points	Includes: Heading, Education, Skills/Abilities Work or Volunteer exp. References or reference sheet available upon request.	
Content 25 points	Skills/abilities examples use power and action words (show results) Work/Volunteer experience includes detailed responsibilities consistent (abbreviations, dates, etc.) and necessary to make decisions and goals	
Word Choice 5 points	Uses descriptive adjectives and Power –Action words	
Printing 5 points	White or off-white quality paper Printed on one side only Type is crisp, clear, and dark Simple font style is chosen	
Consistency 10 points	Information and formatting is consistent throughout the resume.	
COVER LETTER		
Format Letter 10 points	Letter is typed in proper format for a personal business letter.	
1st Paragraph 5 points	Includes what job you are applying for and how you heard about it. Be specific	
2nd Paragraph 10 points	Includes a paragraph about how great you are, your specific skills and experience	
3rd Paragraph 5 points	Includes a paragraph about resume being enclosed and how to reach you for an interview	
EMPLOYMENT APPLICATION		
Completed 10 points	Application is complete	
Ink and Signed 5 points	Application is completed in black or blue ink and signed	
Appearance 10 points	Application is neat in appearance	
Application is truthful 10points	All information on the application is true.	
Grammar& Spelling 15 points	ALL DOCUMENTS No errors	
TOTAL 165		